

GUIDELINES FOR COLLATERAL DUTIES FOR OAR LABORATORY EEO MANAGER'S

Typically Laboratory EEO Managers are appointed by the laboratory director and function in support of the OAR EEO office by serving as a liaison (communication and point of contact) on EEO matters. The position is collateral and the incumbent is usually an employee in upper laboratory management or someone who has direct access to top management. Many Laboratory EEO Managers are administrative officers.

The OAR EEO office provides EEO services to all OAR units. The main focus is to base and justify activities on whether or not they positively impact on Hires, Promotions, and Retention of women, minorities and persons with disabilities.

The OAR EEO office performs the following four functions:

- a. Consultation (1st Priority)
 - 1. To be available to solve problems so that employees can get back to work.
 - 2. To communicate to employees that management cares about their careers.
 - 3. To provide information to employees on Federal procedures.
- b. Monitoring (2nd Priority)
 - 1. To provide OAR with documentation of an objective selection process.
 - 2. To protect selecting officials from discrimination complaints.
 - 3. To provide management officials with indicators of progress.
- c. Recruitment (3rd Priority)
 - 1. To develop a recruitment pool of candidates for future vacancies.
 - 2. To partner on MST (Math, Science, Technology) projects with business and education communities.
 - 3. To assist in improving community conditions to affect employability.
- d. Reports (4th Priority)
 - 1. To satisfy reporting requirements from NOAA, DOC, EEOC, and OPM.
 - 2. To provide statistics/benchmarks for action plans.
 - 3. To report on funded activities.

The Laboratory EEO Manager typically performs the following:

a. Consultation

1. Provide time for employees to discuss issues of concern.
2. Refer employees to proper channels. (EEO complaints of discrimination must be referred to the OAR EEO Manager or to a NOAA EEO Counselor.)
3. Provide advice to the laboratory EEO committee or EEO committee representative and Special Emphasis Program (SEP) coordinators.
4. Coordinate with EEO committee or EEO committee representative and SEP coordinators, on the observance of special emphasis days, e.g Hispanic Heritage, Black History, American Indian and Women's month.

b. Monitoring

1. Coordinate the development of the EEO quarterly report and provide information on laboratory activities in the following areas: Resources dedicated to EEO; Special positions established; Community & Education outreach; Awards; and Training. (These reports become the basis for annual OAR Affirmative Employment Program (AEP) and Diversity program plans sent to NOAA and EEOC and community organizations. The information is also used by the OAR Assistant Administrator in quarterly briefings of the NOAA Administrator.)
2. Obtain EEO numbers for vacancies. The OAR EEO office issues EEO numbers at the time the vacancy SF52 is initiated.
3. Request from the OAR EEO office waivers to the normal 3-week advertising time.
4. Ensure that EEO forms are attached to a selection (selection report form and recruitment efforts form).
5. Respond to special one-time requests for or distribution of information.

c. Recruitment

1. Encourage employees to participate in and report community outreach activities.
2. Solicit OAR EEO funds for the laboratory for special training, summer jobs, or other one time projects that require funding.
3. Coordinate with the EEO Committee to seek volunteers to attend local career fairs, science fairs and so on, to improve the public posture of the Federal government and the laboratory.

d. Reports

1. Provide information to the OAR EEO office when a request is made.
2. Provide a review of EEO plans.
3. Coordinate with the EEO Committee and make recommendations on what should be included to make OAR plans and programs more effective.